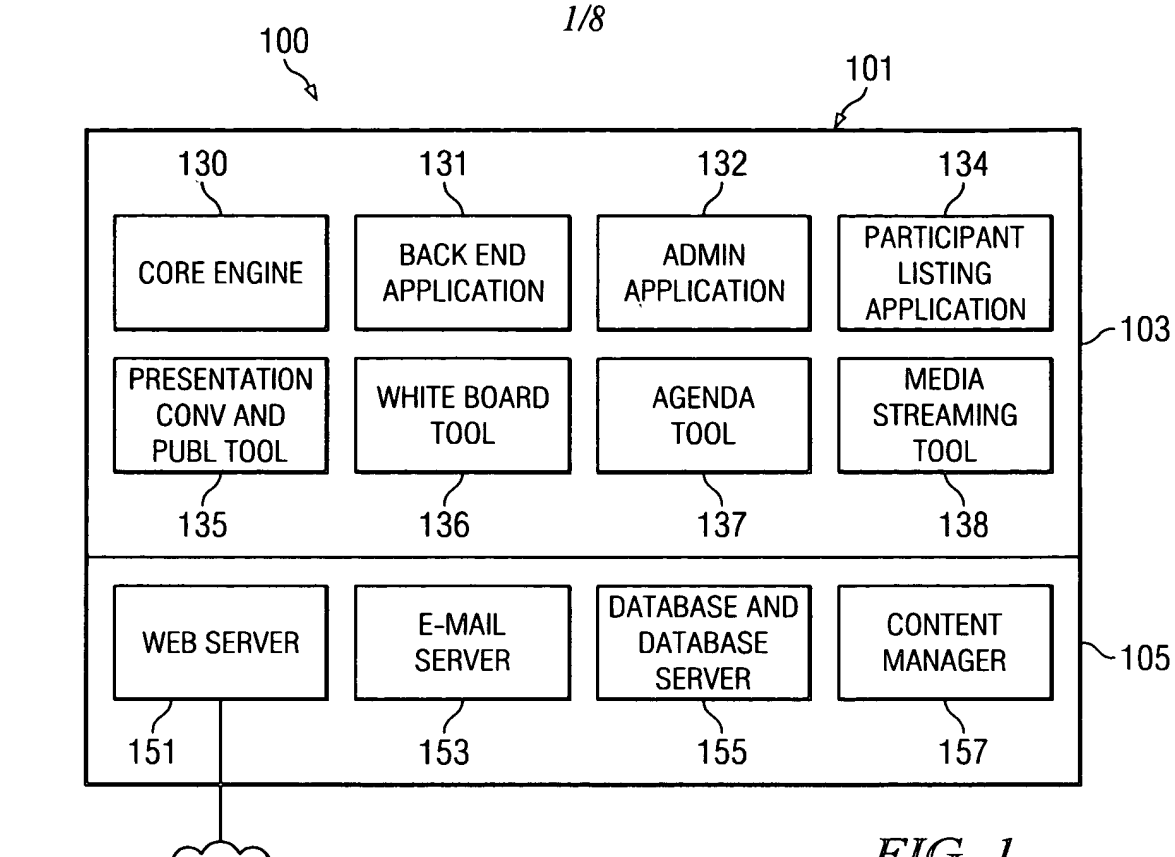
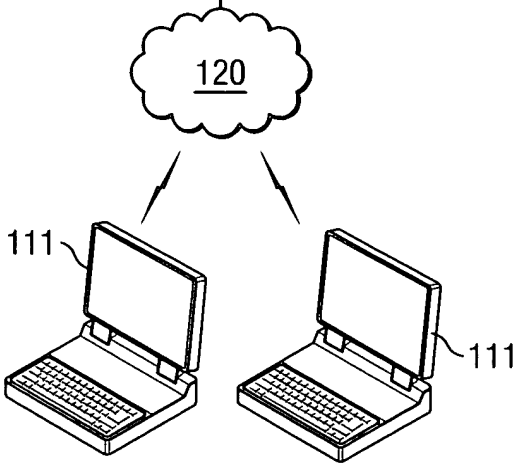

100
101
130
131
132
134
CORE ENGINE
BACK END APPLICATION
ADMIN APPLICATION
PARTICIPANT LISTING APPLICATION
103
PRESENTATION CONV AND PUBL TOOL
WHITE BOARD TOOL
AGENDA TOOL
MEDIA STREAMING TOOL
135
136
137
138
WEB SERVER
E-MAIL SERVER
DATABASE AND DATABASE SERVER
CONTENT MANAGER
105
151
153
155
157

FIG. 1


120
111
111

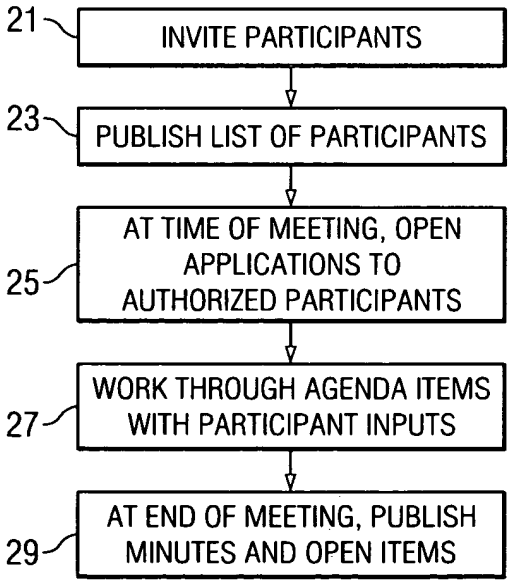

21
INVITE PARTICIPANTS
23
PUBLISH LIST OF PARTICIPANTS
AT TIME OF MEETING, OPEN APPLICATIONS TO AUTHORIZED PARTICIPANTS
25
WORK THROUGH AGENDA ITEMS WITH PARTICIPANT INPUTS
27
AT END OF MEETING, PUBLISH MINUTES AND OPEN ITEMS
29

FIG. 2

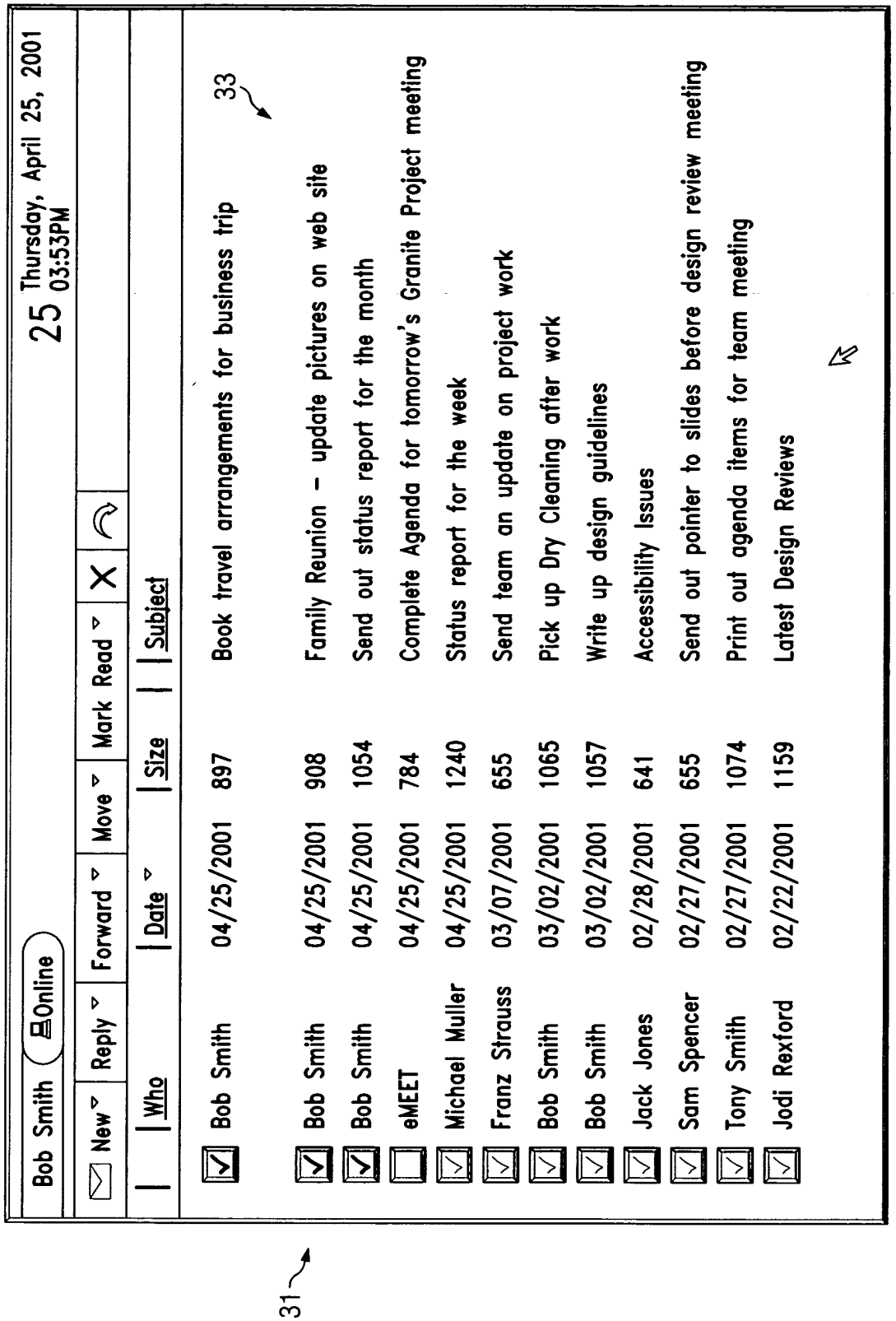

Bob Smith
Online
25 Thursday, April 25, 2001
03:53PM
New
Reply
Forward
Move
Mark Read
Who
Date
Size
Subject
Bob Smith 04/25/2001 897 Book travel arrangements for business trip
Bob Smith 04/25/2001 908 Family Reunion - update pictures on web site
Bob Smith 04/25/2001 1054 Send out status report for the month
eMEET 04/25/2001 784 Complete Agenda for tomorrow's Granite Project meeting
Michael Muller 04/25/2001 1240 Status report for the week
Franz Strauss 03/07/2001 655 Send team an update on project work
Bob Smith 03/02/2001 1065 Pick up Dry Cleaning after work
Bob Smith 03/02/2001 1057 Write up design guidelines
Jack Jones 02/28/2001 641 Accessibility Issues
Sam Spencer 02/27/2001 655 Send out pointer to slides before design review meeting
Tony Smith 02/27/2001 1074 Print out agenda items for team meeting
Jodi Rexford 02/22/2001 1159 Latest Design Reviews
31
33

FIG. 3

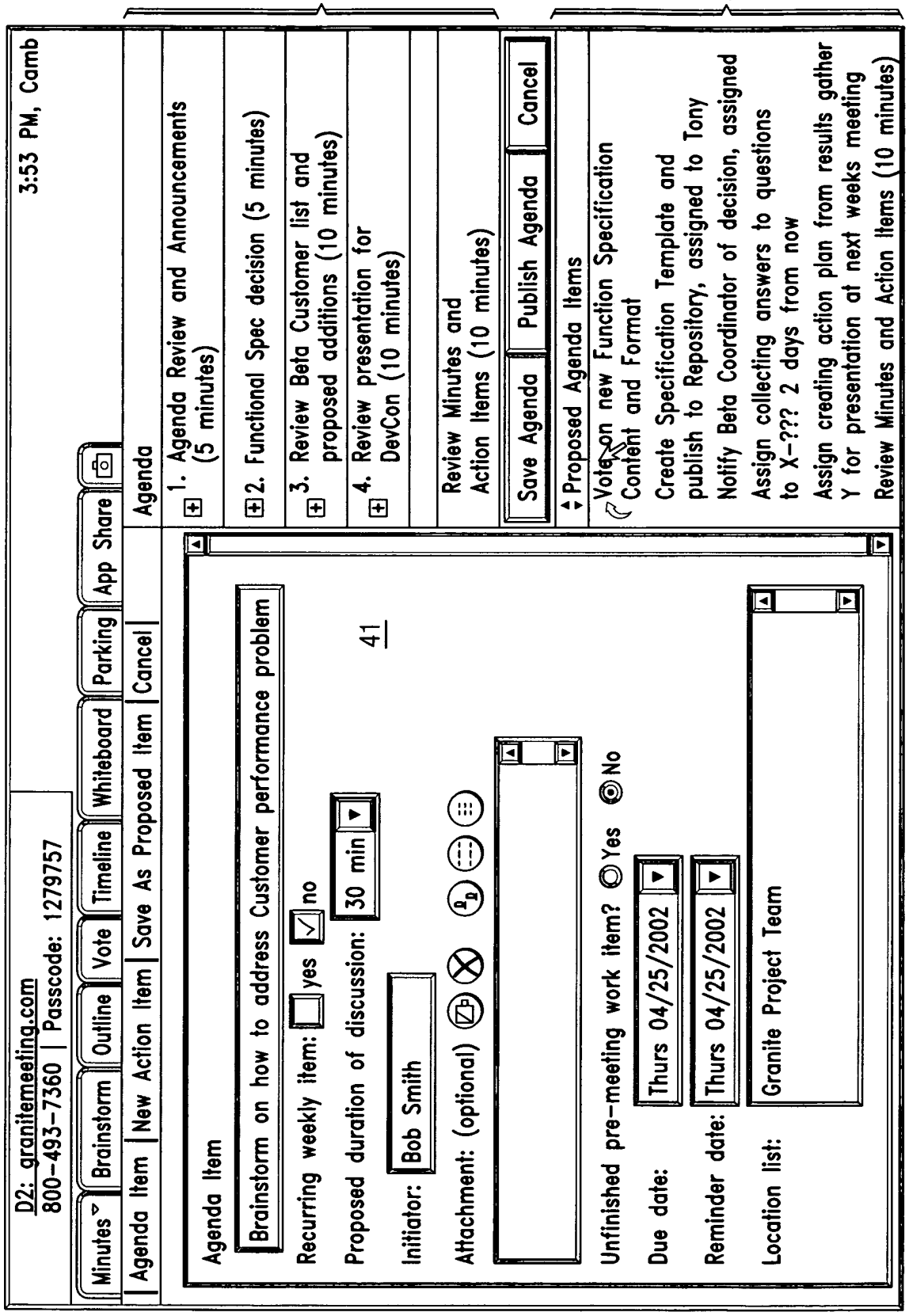

D2: granitemeeting.com
800-493-7360 | Passcode: 1279757
3:53 PM, Camb
Minutes
Brainstorm
Outline
Vote
Timeline
Whiteboard
Parking
App Share
Agenda Item | New Action Item | Save As Proposed Item | Cancel
Agenda Item
Brainstorm on how to address Customer performance problem
Recurring weekly item: yes no
Proposed duration of discussion: 30 min
Initiator: Bob Smith
Attachment: (optional)
Unfinished pre-meeting work item? Yes No
Due date: Thurs 04/25/2002
Reminder date: Thurs 04/25/2002
Location list: Granite Project Team
41
Agenda
1. Agenda Review and Announcements (5 minutes)
2. Functional Spec decision (5 minutes)
3. Review Beta Customer list and proposed additions (10 minutes)
4. Review presentation for DevCon (10 minutes)
Review Minutes and Action Items (10 minutes)
Save Agenda
Publish Agenda
Cancel
43
Proposed Agenda Items
Vote on new Function Specification Content and Format
Create Specification Template and publish to Repository, assigned to Tony
Notify Beta Coordinator of decision, assigned
Assign collecting answers to questions to X-??? 2 days from now
Assign creating action plan from results gather Y for presentation at next weeks meeting
Review Minutes and Action Items (10 minutes)
45

FIG. 4

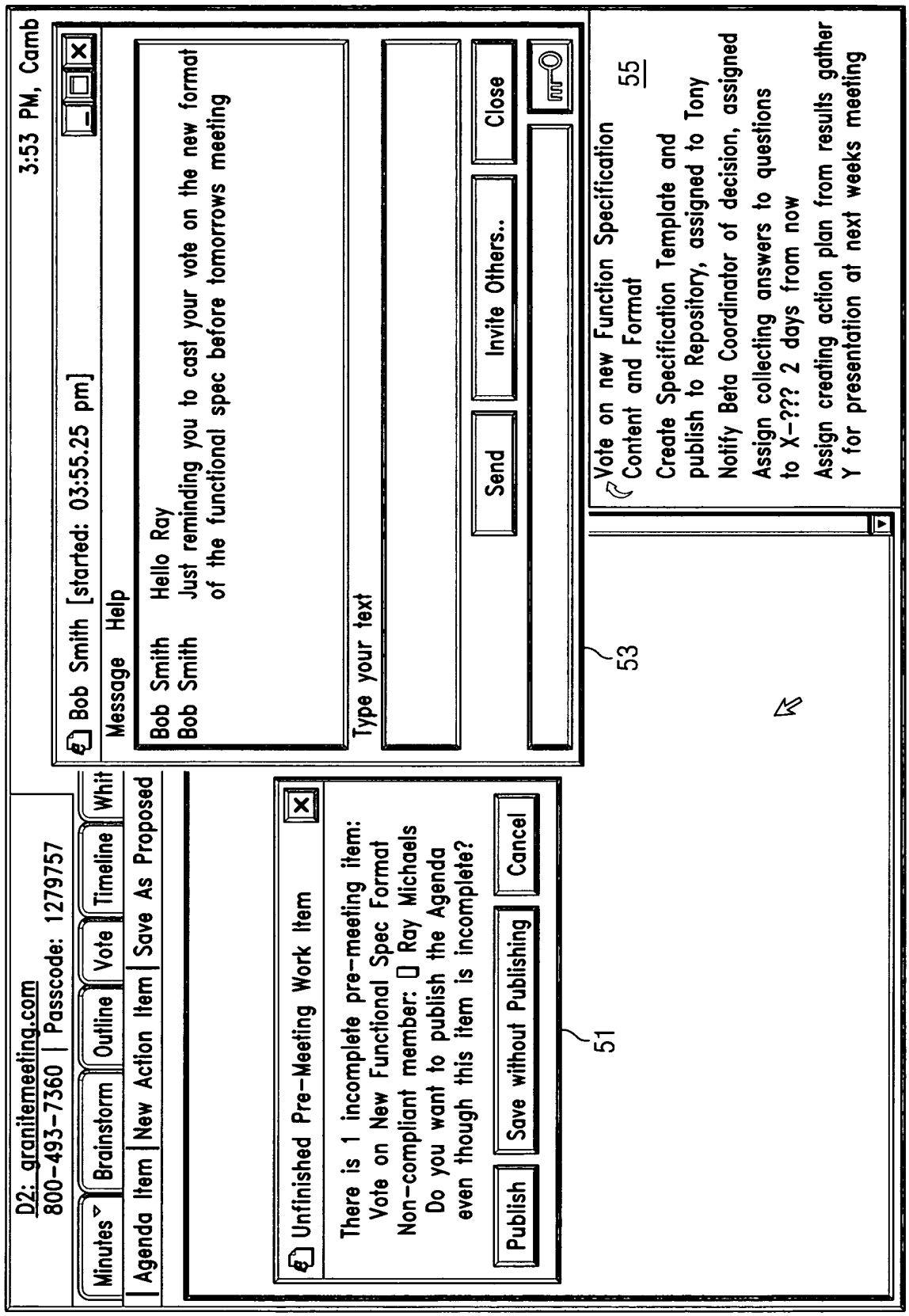

3:53 PM, Camb
D2: granitemeeting.com
800-493-7360 | Passcode: 1279757
Minutes
Brainstorm
Outline
Vote
Timeline
Whit
Agenda Item
New Action Item
Save As Proposed
Bob Smith [started: 03:55.25 pm]
Message
Help
Bob Smith Hello Ray
Bob Smith Just reminding you to cast your vote on the new format of the functional spec before tomorrows meeting
Type your text
Send
Invite Others..
Close
53
Vote on new Function Specification Content and Format
55
Create Specification Template and publish to Repository, assigned to Tony
Notify Beta Coordinator of decision, assigned
Assign collecting answers to questions to X-??? 2 days from now
Assign creating action plan from results gather Y for presentation at next weeks meeting
Unfinished Pre-Meeting Work Item
There is 1 incomplete pre-meeting item:
Vote on New Functional Spec Format
Non-compliant member: Ray Michaels
Do you want to publish the Agenda even though this item is incomplete?
Publish
Save without Publishing
Cancel
51

FIG. 5

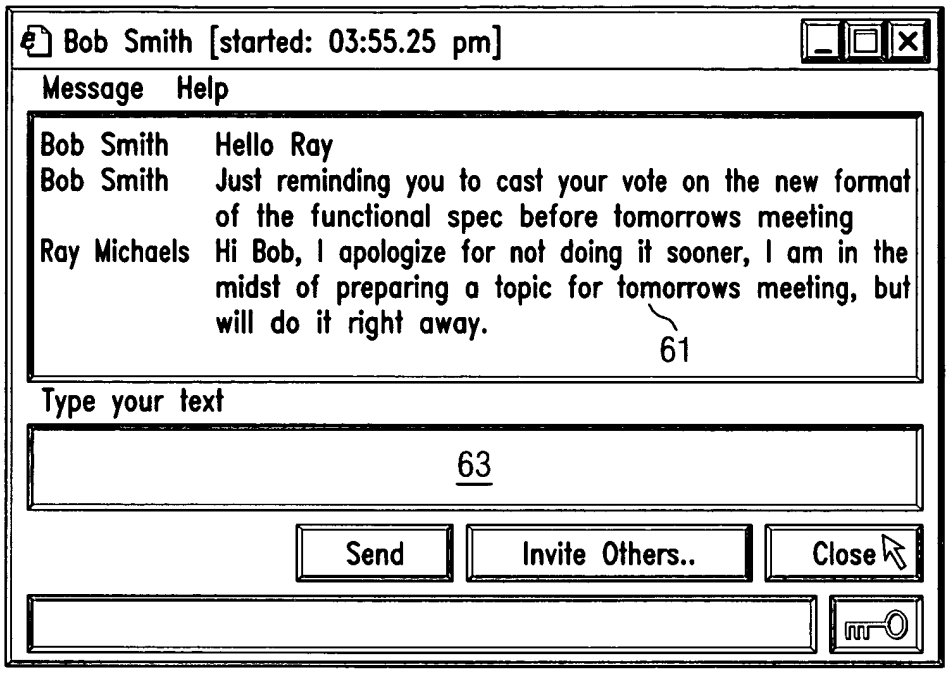

Bob Smith [started: 03:55.25 pm]
Message Help
Bob Smith Hello Ray
Bob Smith Just reminding you to cast your vote on the new format of the functional spec before tomorrows meeting
Ray Michaels Hi Bob, I apologize for not doing it sooner, I am in the midst of preparing a topic for tomorrows meeting, but will do it right away.
61
Type your text
63
Send
Invite Others..
Close

FIG. 6

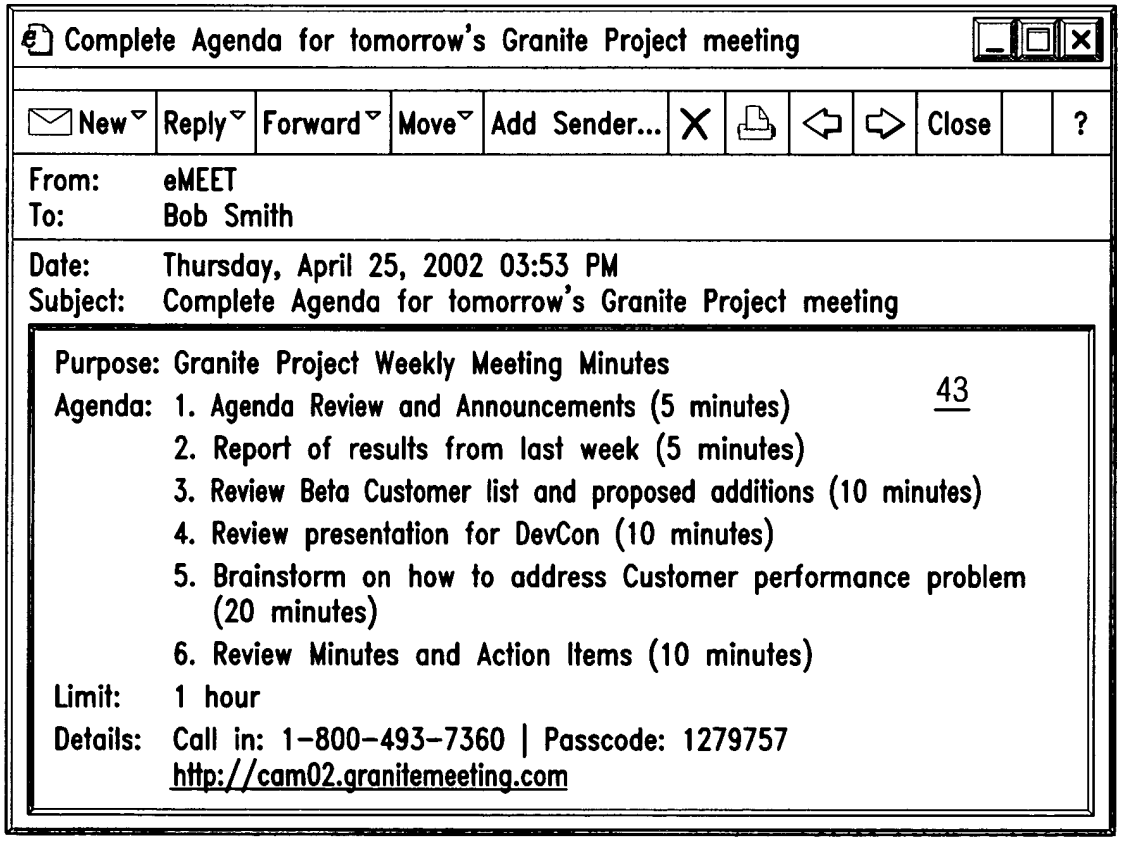

Complete Agenda for tomorrow's Granite Project meeting
New
Reply
Forward
Move
Add Sender...
Close
?
From: eMEET
To: Bob Smith
Date: Thursday, April 25, 2002 03:53 PM
Subject: Complete Agenda for tomorrow's Granite Project meeting
Purpose: Granite Project Weekly Meeting Minutes
Agenda: 1. Agenda Review and Announcements (5 minutes)
43
2. Report of results from last week (5 minutes)
3. Review Beta Customer list and proposed additions (10 minutes)
4. Review presentation for DevCon (10 minutes)
5. Brainstorm on how to address Customer performance problem (20 minutes)
6. Review Minutes and Action Items (10 minutes)
Limit: 1 hour
Details: Call in: 1-800-493-7360 | Passcode: 1279757
http://cam02.granitemeeting.com

FIG. 7

FIG. 8

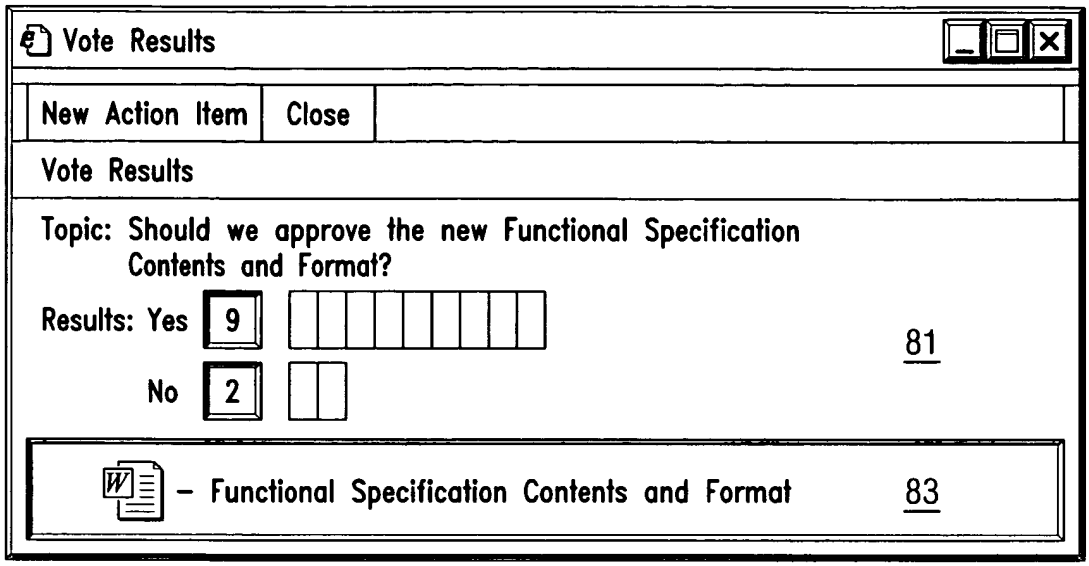
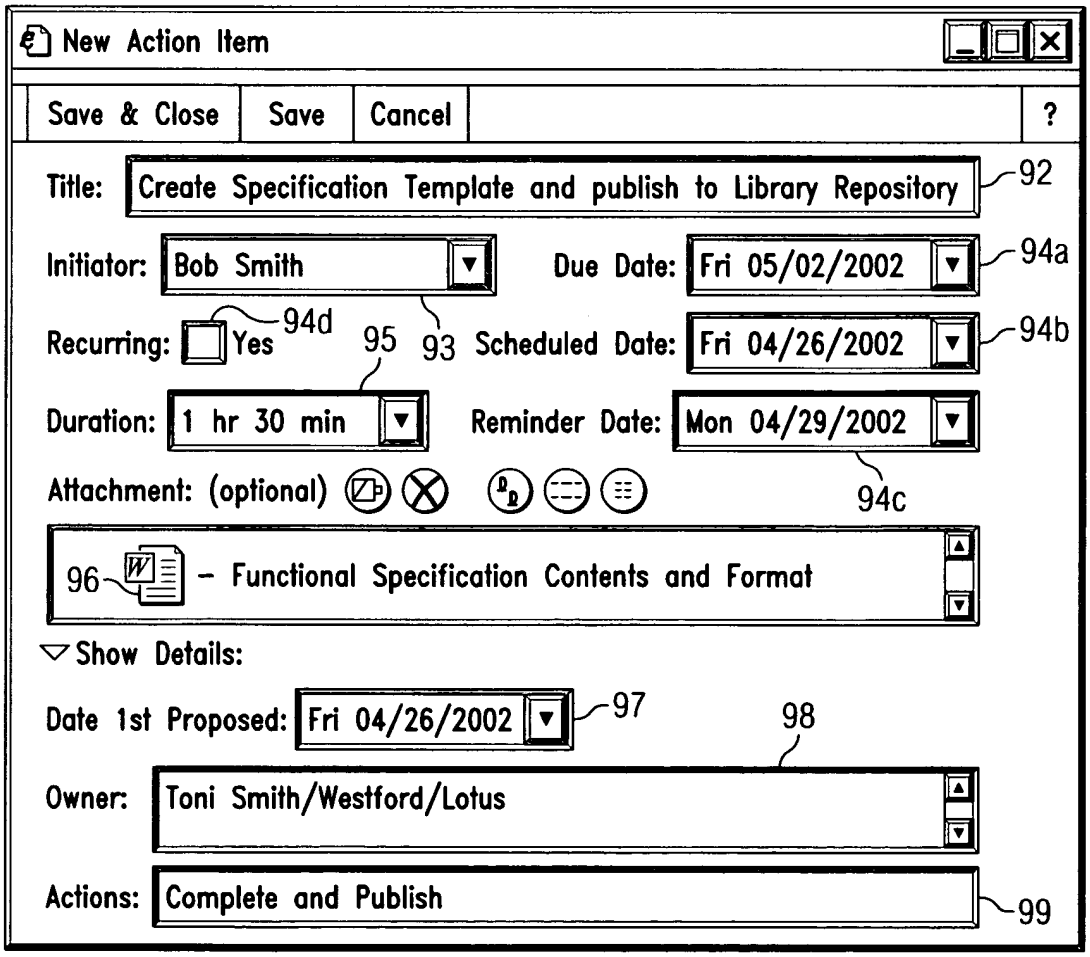

Vote Results
New Action Item
Close
Vote Results
Topic: Should we approve the new Functional Specification Contents and Format?
Results: Yes 9
No 2
81
– Functional Specification Contents and Format
83

FIG. 9


New Action Item
Save & Close
Save
Cancel
?
Title: Create Specification Template and publish to Library Repository
92
Initiator: Bob Smith
Due Date: Fri 05/02/2002
94a
Recurring: Yes
94d
95
93
Scheduled Date: Fri 04/26/2002
94b
Duration: 1 hr 30 min
Reminder Date: Mon 04/29/2002
Attachment: (optional)
94c
96
– Functional Specification Contents and Format
Show Details:
Date 1st Proposed: Fri 04/26/2002
97
98
Owner: Toni Smith/Westford/Lotus
Actions: Complete and Publish
99

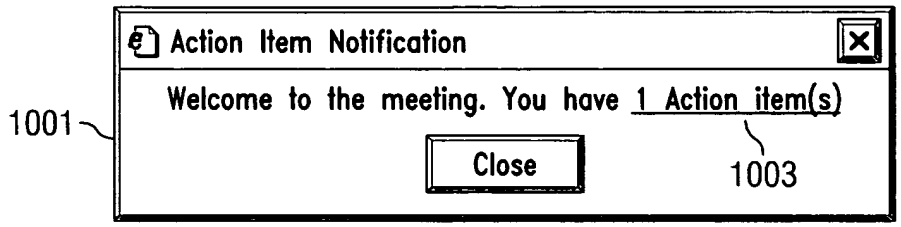


FIG. 10

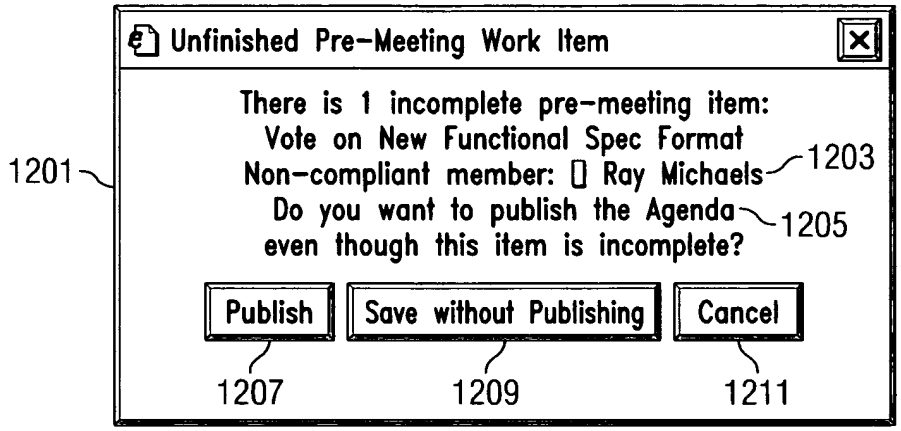


FIG. 12

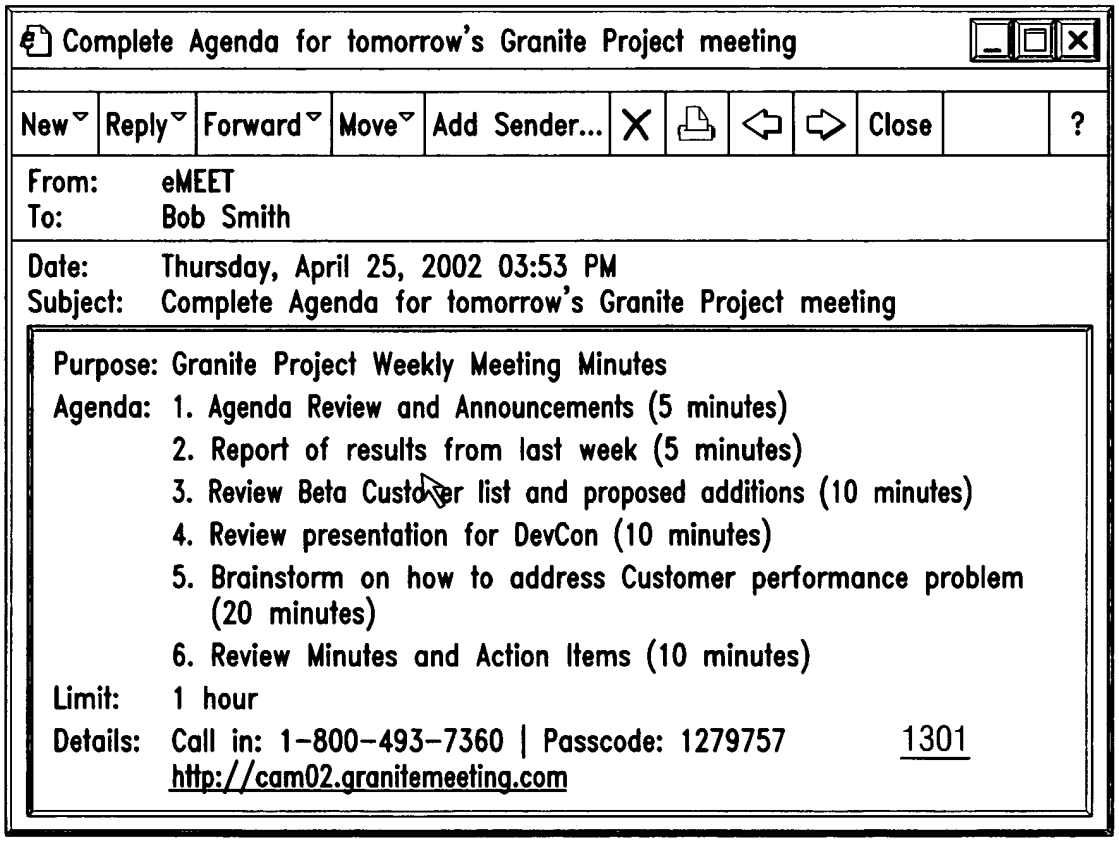


FIG. 13

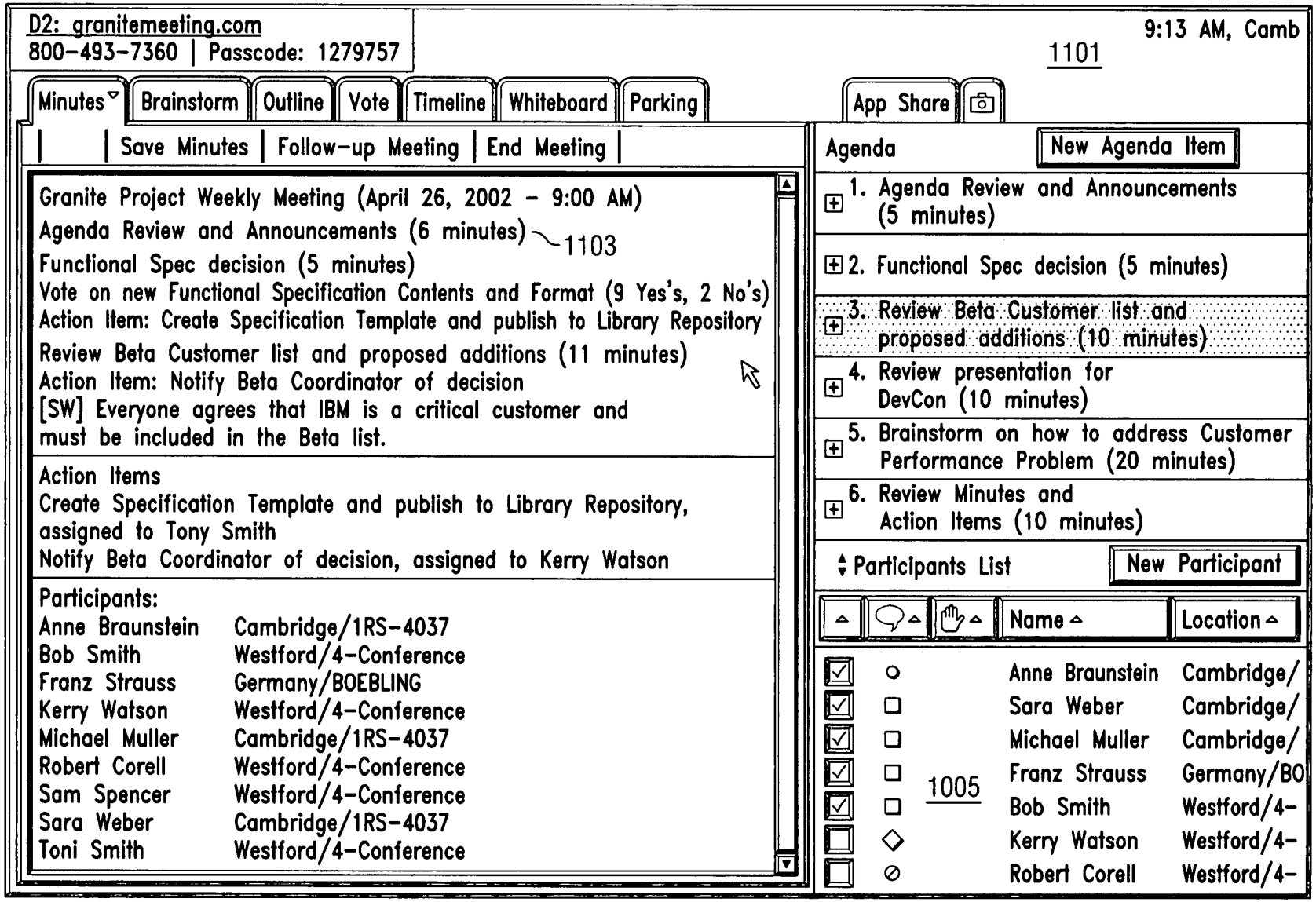

D2: granitemeeting.com
800-493-7360 | Passcode: 1279757
9:13 AM, Camb
1101
Minutes
Brainstorm
Outline
Vote
Timeline
Whiteboard
Parking
App Share
Save Minutes
Follow-up Meeting
End Meeting
Granite Project Weekly Meeting (April 26, 2002 - 9:00 AM)
Agenda Review and Announcements (6 minutes)
1103
Functional Spec decision (5 minutes)
Vote on new Functional Specification Contents and Format (9 Yes's, 2 No's)
Action Item: Create Specification Template and publish to Library Repository
Review Beta Customer list and proposed additions (11 minutes)
Action Item: Notify Beta Coordinator of decision
[SW] Everyone agrees that IBM is a critical customer and must be included in the Beta list.
Action Items
Create Specification Template and publish to Library Repository, assigned to Tony Smith
Notify Beta Coordinator of decision, assigned to Kerry Watson
Participants:
Anne Braunstein Cambridge/1RS-4037
Bob Smith Westford/4-Conference
Franz Strauss Germany/BOEBLING
Kerry Watson Westford/4-Conference
Michael Muller Cambridge/1RS-4037
Robert Corell Westford/4-Conference
Sam Spencer Westford/4-Conference
Sara Weber Cambridge/1RS-4037
Toni Smith Westford/4-Conference
Agenda
New Agenda Item
1. Agenda Review and Announcements (5 minutes)
2. Functional Spec decision (5 minutes)
3. Review Beta Customer list and proposed additions (10 minutes)
4. Review presentation for DevCon (10 minutes)
5. Brainstorm on how to address Customer Performance Problem (20 minutes)
6. Review Minutes and Action Items (10 minutes)
Participants List
New Participant
Name
Location
1005
Anne Braunstein Cambridge/
Sara Weber Cambridge/
Michael Muller Cambridge/
Franz Strauss Germany/BO
Bob Smith Westford/4-
Kerry Watson Westford/4-
Robert Corell Westford/4-

FIG. 11